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**REQUEST FOR PROPOSAL AND SPECIFICATIONS  
FOR THE LEASE WITH OPTION TO PURCHASE  
ONE NEW LANDFILL COMPACTOR**

**JULY 2010**

**GALLATIN SOLID WASTE MANAGEMENT DISTRICT  
P.O. Box 461  
THREE FORKS, MT 59752**

**COMPANY/VENDOR:** \_\_\_\_\_  
(as submitted on enclosed proposal form)

**TOTAL PROPOSAL PRICE SUBMITTED:** \$ \_\_\_\_\_

**GALLATIN COUNTY**  
**REQUEST FOR COMPETITIVE SEALED PROPOSALS**  
**FOR LEASE WITH OPTION TO PURCHASE – NEW LANDFILL COMPACTOR**

**INTRODUCTION**

TO ALL INTERESTED VENDORS: Gallatin County is seeking competitive sealed proposals from “vendors” to provide work, services and/or goods described on the attached Exhibit A incorporated herein.

**DELIVERY DEADLINE & INSTRUCTIONS**

In a sealed box or envelope with company name shown clearly on the outside, addressed and delivered to: “COMPETITIVE SEALED PROPOSAL FOR LANDFILL TRASH COMPACTOR for the Logan Landfill” Gallatin County Clerk and Recorder, 311 West Main Room, 204, Bozeman, MT 59715” NO LATER THAN: 4:00 PM, Mountain Time, Monday, July 19<sup>th</sup>, 2010. **PROPOSALS THAT ARE UNSIGNED OR SUBMITTED BEYOND THIS DEADLINE SHALL NOT BE CONSIDERED AND SHALL BE REJECTED.**

**PROPOSAL FORM & CONTENTS**

Deliver one (1) signed original, plus seven (7) copies prepared as follows:

<u>Document</u>	<u>Minimum Information</u>
1. Cover Letter:	Company name, address, location, phone number, email address, contact persons.
2. Binding Proposal Signed:	Vendor shall state in writing that the proposal is complete, legally binding and that the person signing the proposal has the authority to bind the company.
3. Request For Proposal:	A copy of this Request For Proposal (RFP) shall be signed and included with the proposal (see below).
4. Work / Services / Goods:	Describe in detail work, services & goods as per Exhibit A.
5. Contract Price / Costs:	Total contract price & costs.
6. License:	Copy of License, Business Certificate.
7. Financial Responsibility:	Company History, Financial Responsibility, Experience & Expertise, Insurance.
8. References:	List minimum of 3-references with contact information, photos, drawings, or description of similar projects completed.
9. Warranty:	Provide copy of warranty terms & conditions.
10. Bond:	Include original bid bond as per Exhibit A.
11. Appendix:	Any additional information that the vendor might submit in support of its Proposal.

## **AWARD CRITERIA**

**Proposals will be evaluated based on the following criteria:**

Total Costs	<b>50%</b>
Reputation/Experience/Expertise	<b>10%</b>
Financial Responsibility	<b>10%</b>
Meets or Exceeds Specifications	<b>10%</b>
Overall Benefit to Gallatin County	<b>20%</b>

## **PROPOSAL OPENING**

Sealed proposals will be opened at a regular public meeting of the Gallatin County Commission at 9:00 AM, on Tuesday, July 20, 2010, at the Gallatin County Courthouse Community Room, 311 West Main Street, Bozeman, Montana, 59715, or upon reasonable notice to the vendors or such other duly noticed public meeting. Proposals will be opened to avoid disclosure to competing proposers during the negotiation period, and the same will be opened for public inspection after an award.

## **COMPETITIVE SEALED PROPOSAL PROCEDURE**

Gallatin County has adopted the Competitive Sealed Proposal Procedure of Montana Code Annotated (MCA) § 18-4-301 - 304 of the "Montana Procurement Act" and pertinent sections of the "Administrative Rules of Montana." MCA § 18-4-303(2) and § 18-4-304(3) require "adequate" and "reasonable" time for public notice. Persons submitting proposals will be accorded fair and equal treatment with respect to opportunity for discussion and revision of proposals, and such revisions may be permitted, after submissions and prior to award for the purpose of obtaining best and final proposals. In conducting discussions and negotiations, there may be no disclosure of any information derived from competing proposals.

A selection committee shall evaluate all conforming proposals. Gallatin County expressly reserves the right, in its sole judgment, to accept or reject any or all proposals, with or without cause, and to waive any defects and to allow modifications and supplementation of proposals that are submitted within the deadline.

After an initial screening process, vendors may be asked to make oral presentation(s), and/or provide supplemental information and documentation. All arrangements and scheduling shall be coordinated by the evaluation committee or its agent.

**SUBMISSION OF A PROPOSAL CONFERS NO RIGHTS UPON ANY VENDOR AND SHALL NOT OBLIGATE GALLATIN COUNTY IN ANY MANNER WHATSOEVER. GALLATIN COUNTY RESERVES THE RIGHT TO MAKE NO AWARD AND TO SOLICIT ADDITIONAL PROPOSALS AT A LATER DATE.**

This RFP may be canceled or any or all proposals may be rejected in whole or in part, as specified herein, when it is in the best interests of Gallatin County, and such reasons will be stated in the contract file. MCA § 18-4-307.

In the event an award is granted, then the contract file shall contain the basis of the award that shall be to the responsible and responsive vendor whose proposal best meets the evaluation criteria and the resident bidder preference of MCA § 18-1-102.

### **ADDITIONAL INFORMATION**

Any interpretation or correction of this RFP will be made by written addendum duly issued and mailed, emailed or faxed to all recipients of this RFP by the evaluation committee or its agent. Modifications, revisions, corrections or amendments to proposals will not be entertained after the proposal due date and time unless specifically requested in writing by Gallatin County. Any modifications must be in writing. In the event that it becomes necessary to request additional clarifying information, or to revise any part of this RFP, the revisions/amendments/ and or supplements will be provided to all of the initial recipients of this RFP.

### **BINDING OFFER**

Negligence, errors, mistakes or omissions in preparing the proposal, information, documentation, costs, or calculations shall confer no right of withdrawal after the submission deadline.

All costs of preparing the proposal and any subsequent presentation are to be borne by the vendor and may not be included in the Proposal price.

**PROPOSALS SHALL CONSTITUTE A VALID LEGAL OFFER FOR 180-DAYS AND MUST BE SIGNED USING THE CORRECT AND COMPLETE LEGAL NAMES AND TITLES OF THE BUSINESS ENTITIES AND INDIVIDUALS. UNSIGNED PROPOSALS WILL BE REJECTED. THE PROPOSAL SHALL INCLUDE A SIGNATURE LINE FOR ACCEPTANCE BY THE GALLATIN COUNTY COMMISSIONERS.**

**PROPOSAL SHALL NOT BE WITHDRAWN WITHOUT THE CONSENT OF GALLATIN COUNTY.**

### **MISTAKES & ERRORS**

Vendor shall be obligated to disclose errors in costs, calculations or information "mistakes" in the proposal submitted as well as in any related contracts, agreements, estimates, change orders or other documents. In the event that County accepts any proposal, related contracts, agreements, estimates, change orders or other documents containing mistakes the vendor shall be obligated to correct mistakes that are adverse to the County and shall have no right to enforce such mistakes against the County, except mistakes that work in favor of the County shall be binding on the vendor.

### **NOTICE OF AWARD & ACCEPTANCE**

Gallatin County shall provide written notice to the vendor that is selected based on this RFP. If no vendor is selected, then a notice of no award shall issue. Gallatin County shall not be bound unless and until the County Commissioners accept the Proposal by Resolution after a duly noticed public hearing, and the same has been executed, recorded by the Clerk & Recorder of Gallatin County, and returned to the vendor.

## CONTRACT FORM

THE CONTRACTOR AGREES TO ACCEPT & EXECUTE THE ATTACHED COUNTY WORK & SERVICES AGREEMENT THAT WILL BE ISSUED SUBJECT TO MINOR, NON-SUBSTANTIVE MODIFICATIONS OR CHANGES ONLY.

***\*\*Gallatin County reserves the right to require the vendor to execute such further documents, contracts, agreements or forms as may be reasonably necessary to express the intentions of the parties, or which may be recommended by the County Attorney's office. \*\****

### INFORMATION REQUESTS

Requests for information or clarification of this RFP, Contact: RFP EVALUATION COMMITTEE c/o Martin Bey, District Manager, P.O. Box 461, Three Forks, MT 59752.

E-mail: [Martin.Bey@gallatin.mt.gov](mailto:Martin.Bey@gallatin.mt.gov)

**Publication Dates:** Bozeman Daily Chronicle

**First Publication:** July 9, 2010

**Second Publication:** July 16, 2010

### AGREEMENT TO TERMS & CONDITIONS OF RFP

THE UNDERSIGNED IS DULY AUTHORIZED TO BIND THE COMPANY NAMED BELOW AND HEREBY AGREES TO ALL THE FOREGOING TERMS AND CONDITIONS IN THIS RFP.

DATED: \_\_\_\_\_ 2010

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Authorized Signature Above)

\_\_\_\_\_  
(Print name & Title)

## **EXHIBIT "A"**

### **SPECIFICATIONS: LANDFILL TRASH COMPACTOR**

#### **Meets Specification**

Yes\_\_\_\_ No\_\_\_\_ Minimum 81,000 lbs Landfill Trash Compactor

#### **POWERTRAIN**

Yes\_\_\_\_ No\_\_\_\_ Minimum 400 hp gross power rating

Yes\_\_\_\_ No\_\_\_\_ Minimum six cylinder, four stroke cycle

Yes\_\_\_\_ No\_\_\_\_ Meets current EPA Tier 3 emission regulations

Yes\_\_\_\_ No\_\_\_\_ Air filters shall be dry type with pre-cleaner

Yes\_\_\_\_ No\_\_\_\_ Automatic shutdown for low oil pressure and high temperature

Yes\_\_\_\_ No\_\_\_\_ Minimum 1500 Watt 120V block heater

Yes\_\_\_\_ No\_\_\_\_ If turbo charged, will have heat shield protective blanket

Yes\_\_\_\_ No\_\_\_\_ Minimum 2 forward and 2 reverse speeds

Yes\_\_\_\_ No\_\_\_\_ Equipped with planetary reduction final drives

Yes\_\_\_\_ No\_\_\_\_ 24 Volt system with minimum 95 Amp alternator

Yes\_\_\_\_ No\_\_\_\_ Heavy Duty batteries with minimum 950 CCA each

Yes\_\_\_\_ No\_\_\_\_ Auto-reversing cooling fan equipped

Yes\_\_\_\_ No\_\_\_\_ Minimum extended life antifreeze protection up to -50 F

#### **OPERATION CAB**

Yes\_\_\_\_ No\_\_\_\_ Fully enclosed, 2 door walk-through cab

Yes\_\_\_\_ No\_\_\_\_ ROPS/FOPS certified equipped

Yes\_\_\_\_ No\_\_\_\_ AM/FM /Weather Channel Radio

Yes\_\_\_\_ No\_\_\_\_ Fully illuminated instrumentation panel

Yes\_\_\_\_ No\_\_\_\_ Minimum 36,000 BTU heat/defrost/AC system

Yes\_\_\_\_ No\_\_\_\_ Cloth covered adjustable air-ride seat with headrest

Yes\_\_\_\_ No\_\_\_\_ Horn with back-up alarm

Yes_____	No_____	Rear vision camera system with color monitor
Yes_____	No_____	Minimum exterior lights, 6 forward and 4 reverse
Yes_____	No_____	Front and rear wiper/washer, with front intermittent
Yes_____	No_____	High particulate air filtration system in pressurized cab

### OTHER STANDARD EQUIPMENT

Yes_____	No_____	Straight landfill blade with minimum 75" see-through trash screen
Yes_____	No_____	Computer hook up "product link"
Yes_____	No_____	4 wheel design, maximum width 48", minimum width 42"
Yes_____	No_____	Hard-faced cleats welded on both sides
Yes_____	No_____	Striker bars with cleaner fingers
Yes_____	No_____	External and internal rear view mirrors
Yes_____	No_____	Standard window tint with sun visors
Yes_____	No_____	Complete digital service, maintenance, parts, and operations manuals
Yes_____	No_____	Hitch (tow) rear, hook on top of blade, front

### LANDFILL PACKAGE EQUIPMENT

Yes_____	No_____	Steering cylinder guard
Yes_____	No_____	Brake guard
Yes_____	No_____	Front and rear brake line guards
Yes_____	No_____	Drive shaft guard
Yes_____	No_____	Machine shall be equipped with adequate guarding for axles, final drives, planetaries, and seals from damage caused by wire, cable or other material that can wrap around components.

### SERVICE

Yes_____	No_____	All servicing technicians shall be manufacturer trained, certified and authorized to work on the machine.
Yes_____	No_____	Service/parts representatives shall contact the Logan Landfill Shop Foreman weekly, at no extra charge.

Please state the location of your closest Service/Parts Center to the Logan Landfill, 10585 Two Dog Road, Manhattan, MT 59741. \_\_\_\_\_.

Please list the number of certified factory technicians located within Gallatin County, MT. \_\_\_\_\_.

Please include delivery date of machine to Logan \_\_\_\_\_

## **TRAINING**

A minimum of 4 hours of operation and safety training, and 4 hours of service training will be required by a factory trained Certified Trainer. Training will be completed upon delivery of the new machine at the Logan Landfill Facility. Subjects will include general service, maintenance, operator orientation and safety training.

## **PERFORMANCE BOND**

Shall be purchased in the amount of the full price of the proposal. This performance bond is for the purpose of guaranteeing performance pursuant to the contract specifications including the warranty provisions. The performance bond must stay in full force and effect for the entire warranty period.

## **WARRANTY**

In addition to all warranties provided by the Uniform Commercial Code, the seller will provide a three year/5,000 hour warranty, on a three year lease with option to purchase. Or, a five year/7500 hour full extended warranty on a five year lease with option to purchase. The warranty shall include all parts and labor from date of delivery and all warranty work, and parts deliveries shall be to the Logan Landfill. The warranty shall cover everything except cutting edges, glass windows, filters, normal lubrication, fire and vandalism. During the warranty period, the machine shall not be down more than three (3) calendar days per occurrence. For each day or fraction of day the machine is down more than three (3) days, the seller shall forfeit to the Gallatin Solid Waste Management District (District), as liquidated damages, one thousand dollars (\$1000.00) per day; or seller shall furnish the District, at the Logan Landfill, at the end of the third (3) day of downtime, a landfill compactor equivalent in size or larger, at no additional cost to the District, and it shall remain on site at the landfill until the District's compactor is repaired to satisfaction and returned to service. The seller shall furnish the transportation of any replacement compactor to and from Logan Landfill. The seller's service representative shall provide the District with a contact number available 24 hours/day, 7 days/week in order to report any breakdowns. Downtime shall be counted from the time of first notification.

## **LEASE TERMS REQUESTED**

The Gallatin Solid Waste Management District is seeking proposals for the replacement of a landfill compactor under the following terms:

- Five (5) year lease, with annual payments, with an option to purchase at the end of the lease. The lease will include an extended machine warranty of sixty (60) month/7,500 hours, as described above.

Or,

- Three (3) year lease, with annual payments, with an option to purchase at the end of the lease. The lease will include an extended machine warranty of thirty-six (36) month/5,000 hours, as described above.

As part of the consideration of the machine lease, we offer as a trade-in, our 1997 Caterpillar 826G landfill compactor, S/N 7LN317. Attached is an independent appraisal by Western States Equipment for the current market retail value of the compactor. The machine is also available for inspection at the Logan landfill, by appointment.



## Request for Proposal

### Gallatin Solid Waste Management District

#### Lease to with Option to Purchase New Landfill Compactor

Owner /Vendor Name \_\_\_\_\_

Owner/Vendor Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Manufacturer Proposal \_\_\_\_\_

Model Proposal \_\_\_\_\_

Proposal Price \_\_\_\_\_

*(Before Consideration of Trade-In)*

**\*\*\*Trade-in Value must meet or exceed appraised value of \$45,000.00 MCA 7-8-2211(3) the Fair Market Trade Value Appraisal as of June 15, 2010.**

Trade 1997 Caterpillar 826G Landfill Compactor \$ \_\_\_\_\_

Total Proposal Price \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**\*\*The Gallatin Solid Waste Management District reserves the right to accept or reject any and all proposal for any reason determined to be in the best interest of the District and its staff.\*\***

## Request for Proposals

Gallatin County Solid Waste Management District is requesting proposals for lease with option to purchase one new landfill trash compactor with consideration of a trade-in of a 1997 Caterpillar 826G Landfill Compactor. Proposals will be received by the Gallatin County Clerk and Recorder at 311 West Main Street, Room 203, Bozeman, MT 59715. Proposals will be received until 4:00 p.m. on Monday, July 19, 2010. The envelope shall be plainly marked on the outside with the words "Competitive sealed proposal for landfill trash compactor for the Logan Landfill Gallatin Solid Waste District Equipment Solicitation July 2010." The envelope shall bear on the outside the name of the Company/Vendor and its address. If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed as above. Proposals will be publicly opened and read aloud at a regular meeting of the Gallatin County Commission to be held Tuesday, July 20, 2010, at 9:00 a.m. in the Community Room of the Gallatin County Courthouse located at 311 W. Main, Bozeman, MT 59715.

Requests for information or clarification of this RFP, Contact: RFP EVALUATION COMMITTEE c/o Martin Bey, District Manager, P.O. Box 461, Three Forks, MT 59752.

E-mail: [Martin.Bey@gallatin.mt.gov](mailto:Martin.Bey@gallatin.mt.gov)

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